



KEY DROP USER GUIDE

MERIDIAN

Key Drop Solution User Guide

GENERAL USE – CUSTOMER SIDE:

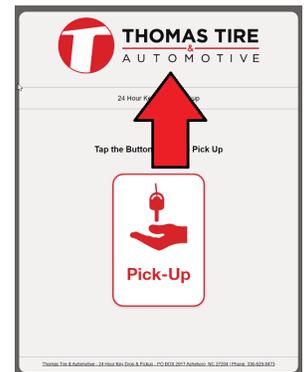
1. Customer will receive a SMS/Text Message with their pickup code, name, & car description as entered during the key loading phase.
2. Customer will approach the kiosk and touch the screen to begin.
3. Customer will tap the 'PICKUP' button on the screen.
4. Customer will be prompted to enter their pickup code using the onscreen keyboard.
5. Once entered, the customer will click 'CONFIRM'.
6. If the code is correct, their key will be released from the locking assembly and deposited into the drop door (Left side of kiosk) and indicated with a large onscreen graphic pointing towards the key pickup door.

ADMIN ACCESS – LOADING A CUSTOMER'S KEY:

IMPORTANT NOTE Before accessing the Admin Page to load a customer's key, it is advised that the weatherproof door to the Pull Out Key Drop Assembly is opened prior to accessing the Admin Menu to load the Customer's Keys. This door is located on the RIGHT side of the kiosk toward the center of the Display Screen.

To load the customer's keys follow the instructions below:

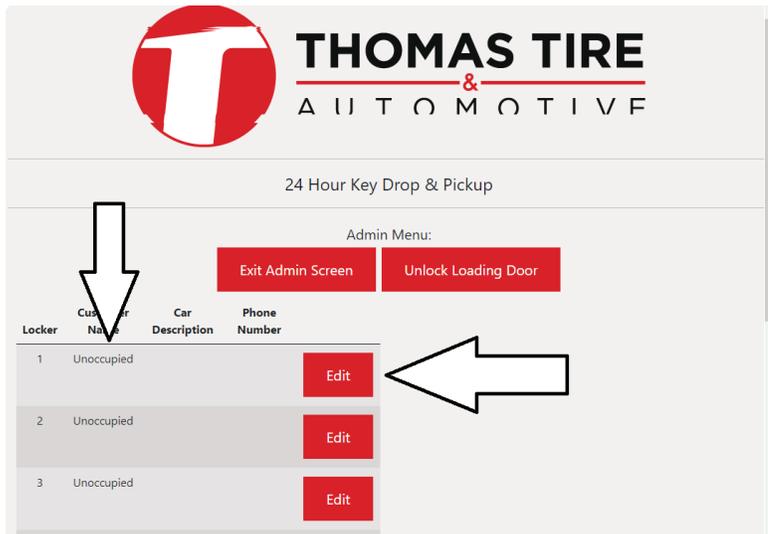
1. Tap the Top Thomas Tire logo 3 times to display the password Prompt:
2. Enter the Password: 123456 (this can be changed upon request of site administrator)
3. The Pull Out Key Drop Assembly will unlock within 5 seconds of entering the Admin Page.
4. Pull the handle to expose the individual locks.



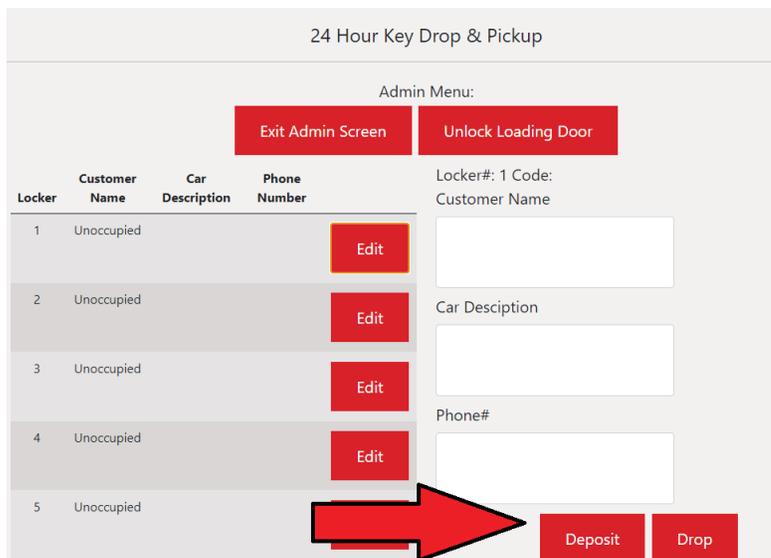
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Key Drop Solution User Guide

5. Locate an unoccupied lock on the screen and tap the 'EDIT' button.



6. Enter the customer's information: (Name, Car Info, Cell Phone).



7. Once all fields are entered, The Green LED will illuminate that corresponds to lock that will need to loaded with that particular customer's key.

8. Place the key ring up into the locking mechanism until a firm "CLICK" is felt and the key is suspended in the lock mechanism.

Key Drop Solution User Guide

9. Recommended grip on keyring:



10. Please refer to the Graphic on the Pull Out Key Drop Assembly for assistance in locating which number lock is at the FRONT of the assembly and which are located towards the BACK of the assembly.

11. Once the technician has confirmed that the Customer's pickup information is entered correctly and the customer's key is firmly seated in the Pull Out Key Drop Assembly Press Deposit.

12. Once this information is loaded and 'Deposit' has been pressed on the screen, the customer will receive a pickup notification including their Pickup code.

13. At this point, the technician can repeat steps 3-9 until all customer keys are loaded.

14. Be sure to FIRMLY push the Pull Out Key Drop Assembly all the way into the unit until it makes contact with the lock. DO NOT SLAM, however, it may require a FIRM push to confirm the Pull Out Key Drop Assembly is properly locked into the kiosk enclosure.

15. Close the weatherproof door and lock and return the unit to the Customer Pickup screen by clicking the 'EXIT ADMIN SCREEN' button.

Other notes about Admin Page:

1. Customer pickup codes are randomly generated, however, once the 'EDIT' and 'DEPOSIT' steps have occurred that code will be displayed above the information entry area in the event that a manual override is needed.

2. To manually drop a key from the ADMIN Menu, the 'DROP' button can be pressed.
BE ADVISED: if the Pull Out assembly is indeed pulled out, the customer key could drop and be damaged if landing on a hard surface. It is recommended that the manual drop function be performed with the assembly inside the kiosk, or have the technician prepare to catch they key as it is released from the lock assembly.

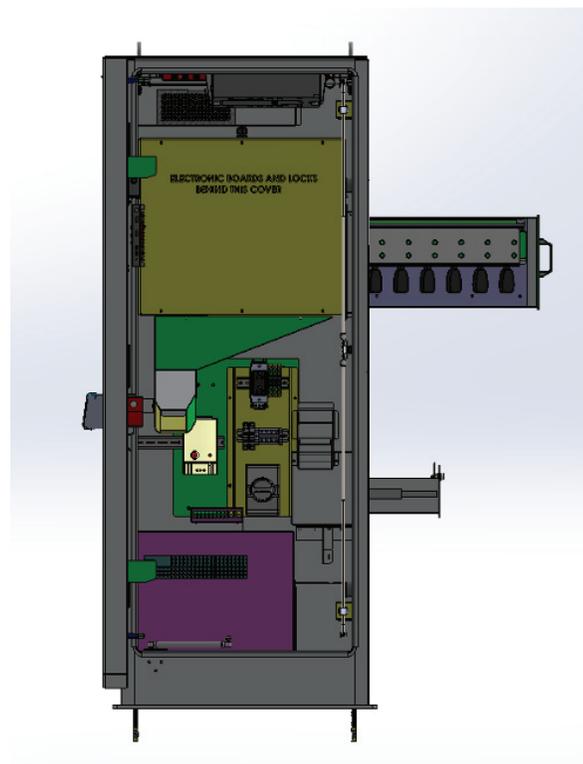
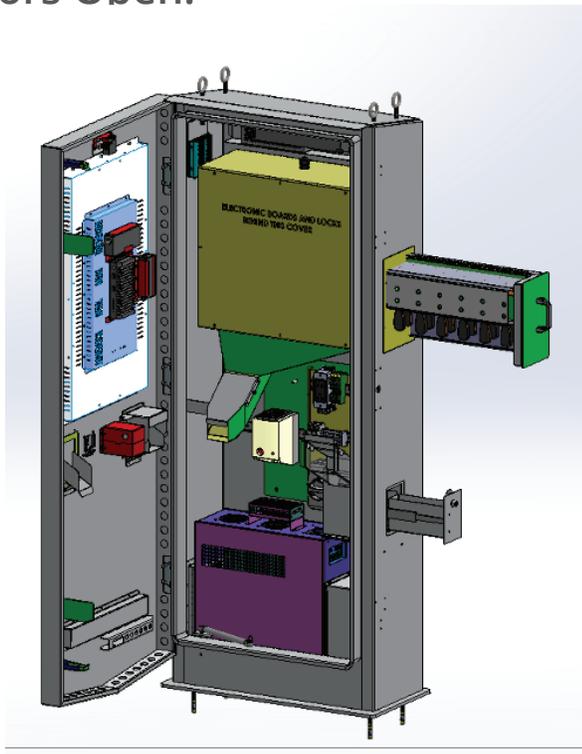
Basic Operation & Review Instructions



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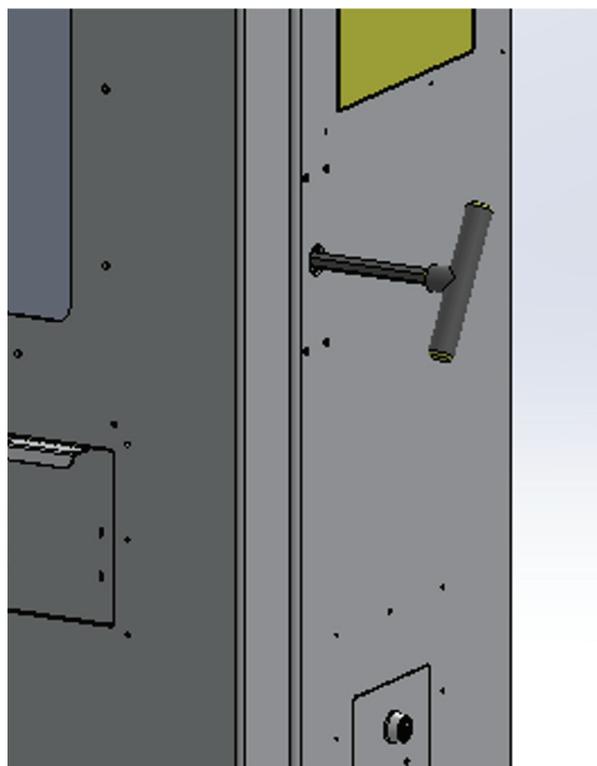
Key Drop Solution User Guide

Doors Open:



Opening Front Door:

To open the front door, insert small Blue key. Make sure the key is inserted all the way in and turn to the right. Once the key all the way to the right, pull out and remove the inner lock barrel. Next insert the large T-Handle and turn right to unlock

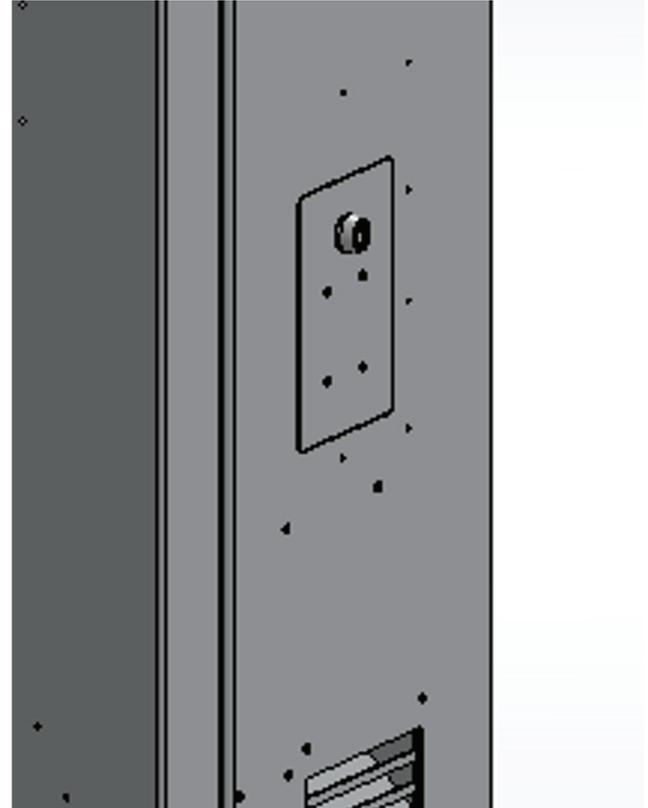


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Key Drop Solution User Guide

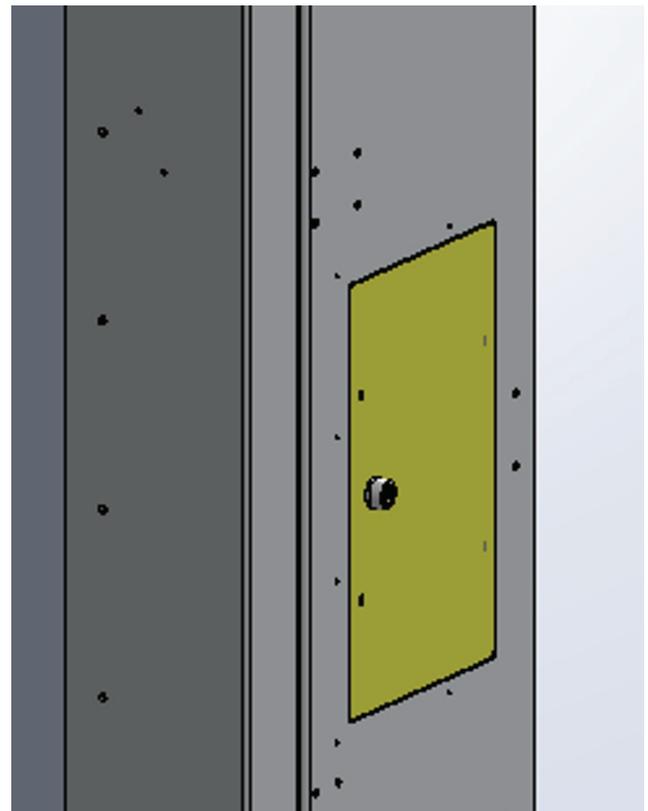
Client Key Retrieval:

Insert the Dimple key into the lock shown and turn right. Pull out the tray to access the clients' keys.



After Service Key Replacement:

When returning the client's key back into the kiosk, insert Dimple key into this door. Turn to the right and swing door open all the way. Once admin code is verified, pull out on the black handle inside to access key return tray.

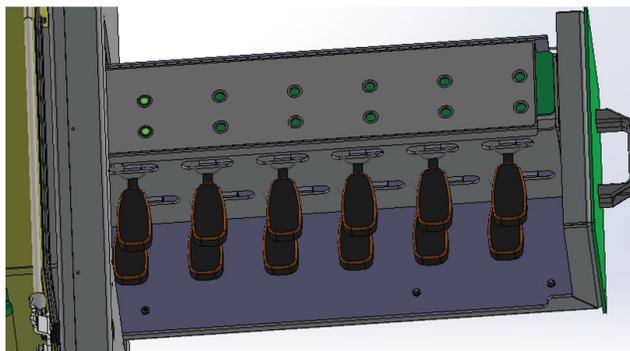


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Key Drop Solution User Guide

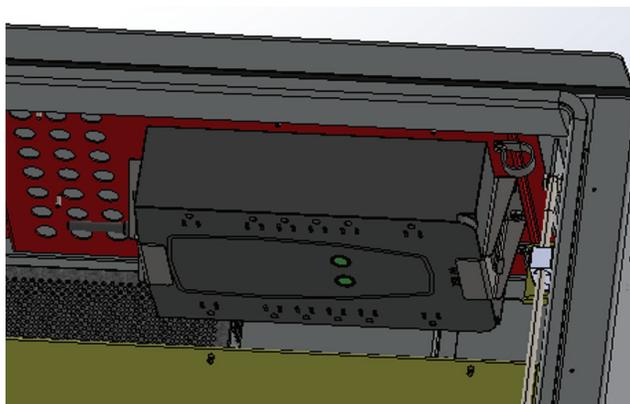
Returning Client's Key to Tray:

View the LED light to see which spot is open. Then using the key ring, push ring up and into the slot until the lock clamps the ring. When all keys are installed for this session, push in the tray using the black handle until it clicks into place and is solid. Close outer side door and lock.



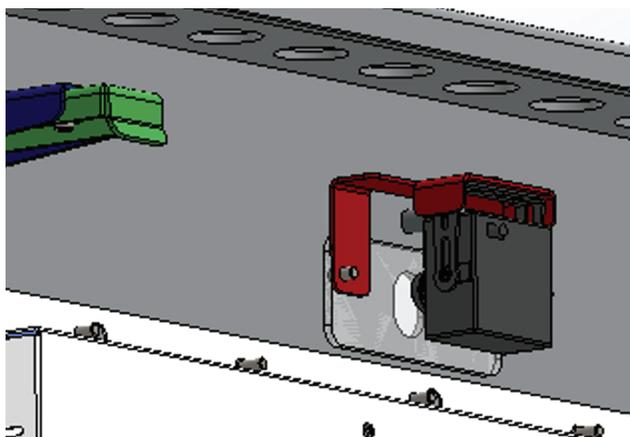
Battery Backup:

Battery backup is in the top portion of the kiosk. If service power is interrupted to the kiosks, the battery backup will continue to power the devices needed for a transaction or two. If service power is not restored soon, the battery backup will drain its internal battery and will need to be replaced.



Camera Location:

The camera is in the upper portion of the front door. This can be adjusted for viewing angle by tilting the camera upward or downward to achieve the best viewing of clients in front of kiosk.

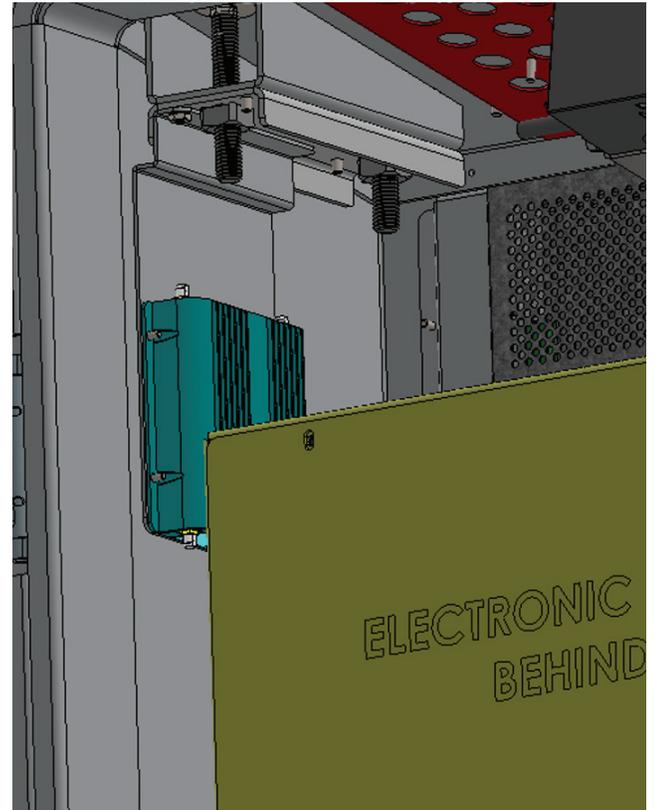


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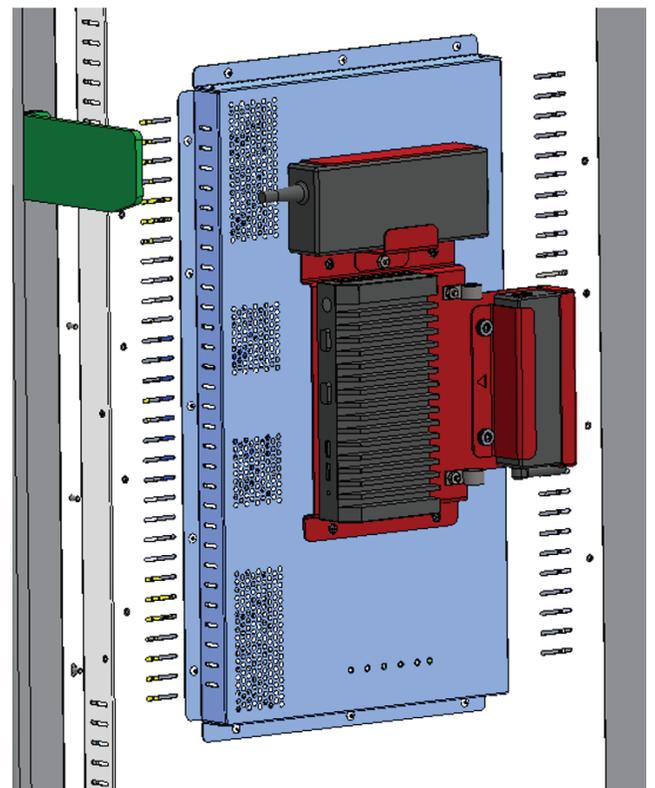
Router Location:

The wireless router is in the upper left side of the chassis. To remove this, remove the two 10-32 nuts holding the bracket in the top. Lower the bracket and router down under the main lock cabinet and then access for service if needed.



PC Location:

The PC is located on a bracket on the inner side of the front door. If this pc needs to be removed for any reason, remove the four (4) nuts located above and below the PC. This will allow the removal of the bracket assembly. There are three screws on reverse side holding the PC to the bracket.

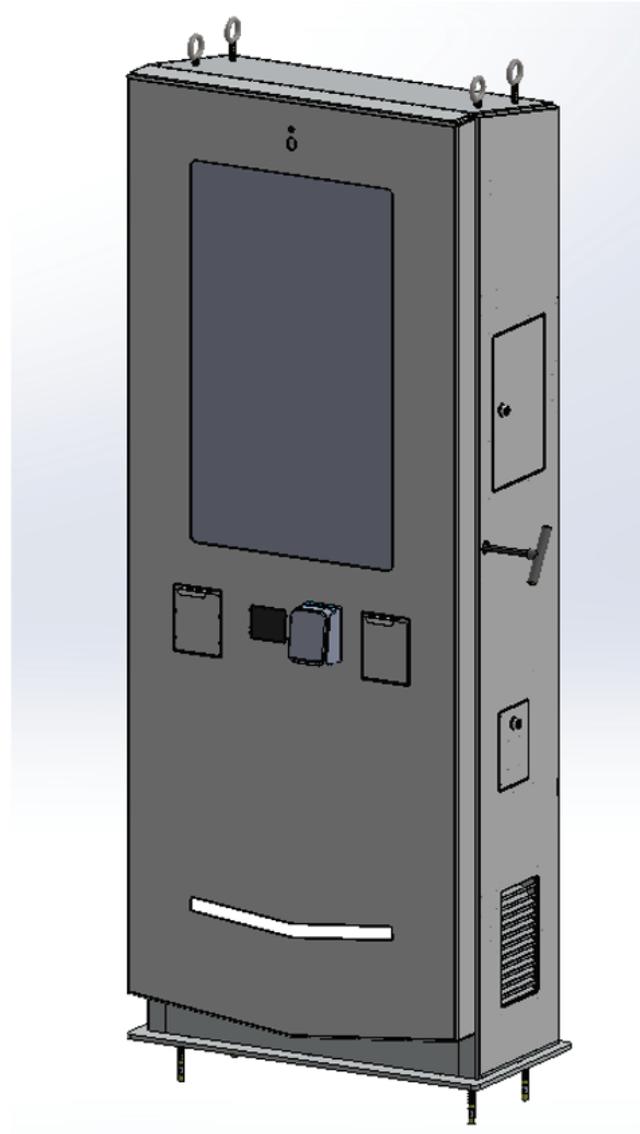


Kiosk Graphics:

The Graphics are placed in multiple places around the kiosk. If for any reason these get damaged due to usage, please contact Meridian for replacements.

Please contact Meridian for any questions and enjoy this Outdoor Key drop solution.

Thank you !



Corporate Headquarters

312 S. Pine Street,
Aberdeen, NC 28315

+1 910-944-1751 Ext. 2
Help@mzero.com

Meridiankiosks.com

